



Welcome to AIM Personnel

*We are a full service employment agency offering three divisions
in which you can become employed:*

- **DIRECT HIRE**

Your personnel consultant sends you on an interview being represented through AIM Personnel. If you are hired, you will be on the hiring company's payroll starting the first day of employment. You are never on AIM Personnel's payroll. Most companies have a probationary period starting the first day of hire and continuing for the first (3) three months of employment. If there are any questions before or after being hired, always feel free to contact your AIM representative.

- **TEMPORARY EMPLOYMENT**

You are employed through AIM Personnel. Your hourly rate depends on the assignment, (skills, duration, and location all factor into the hourly rate). Every Friday, a completed and signed time sheet needs to be submitted to AIM Personnel for the hours you worked. You will be paid the following Friday for the hours you had worked the previous week.

This is a great opportunity for you to experience working for various companies, as well as an opportunity to update your skills and learn new ones. You will also gain knowledge and insight on how different industries operate. Many of our candidates have had great success being hired directly after working for different South Shore companies.

- **TEMPORARY TO DIRECT HIRE EMPLOYMENT**

You will be sent on an assignment with the understanding that the company would like to hire someone long-term for this position. Some companies prefer to interview a candidate before having them start a temporary to hire assignment. If selected, you will be paid an hourly rate and receive a weekly paycheck from AIM Personnel. (Please read the Temporary Employment section of this information sheet).

If both parties are satisfied after several weeks of employment, the company can arrange to hire you. Unfortunately, there is never any guarantee that you will be hired on a long term basis. However, we have had a great deal of success in finding candidates suitable long-term employment through this service.

**We at AIM realize we are not doing our job unless you are happy, whether it is a short-term or long-term association. Stay in touch with your placement professional.
"WE WANT TO DO ALL THAT WE CAN TO MAKE YOUR AIM PERSONNEL
EXPERIENCE A POSITIVE ONE."**

Thank you again for registering with our service and "GOOD LUCK"!!!

FOR OFFICE USE ONLY:

TEMP DAYS/EVE
TEMP-HIRE P/T - F/T
LONG TERM PERM
ID's (circle one) 2 1 0



AIM PERSONNEL
Employment Application

Date: ___/___/___ Social Security Number: ___-___-___ Date Of Birth (Mo/Day) _____

Name: (Last) _____ (First) _____ (M.I) _____

Names Previously Used _____ Date Name Changed: _____ Preferred Name/Nickname _____

Current Address:(Street/P.O.) _____ (City/State) _____ (Zip) _____ (Years) _____

Previous Address: _____ (City/State) _____ (Zip) _____ (Years) _____

Home Phone (____) _____ - _____ Cell Phone (____) _____ - _____ Email _____

Emergency Contact and Phone Number

Name _____ Relation _____ Phone # (____) _____ - _____

Name _____ Relation _____ Phone # (____) _____ - _____

Referral Source:

How were you referred to us? Walk-in ___ Job Fair ___ Internet (site) ___ Referral (Name) ___ Other ___

Have you been registered with us in the past? Yes ___ No ___ If yes, Month & Year _____

Employment Information:

Position Desired: _____ Salary Desired: _____ Date Available: _____

Health Insurance Desired: Yes ___ No ___ Dental Insurance Desired: Yes ___ No ___

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time From							
Time To							

If hired, can you provide proof of identity and authorization to work in the U.S.? Yes ___ No ___

If you are employed and under 18, can you furnish a work permit? Yes ___ No ___

Have you ever worked under, attended school or been known by a different name? Yes ___ No ___

If "yes", please list name _____

Names and address of schools attended	How long	Course/Major	Degree/Certification received
High School			
College			
Additional Training/Education			

Using the space provided below, please briefly describe your outstanding qualities and short/long term goals.

ALL INFORMATION MUST BE INCLUDED EVEN IF YOU ARE ATTACHING A RESUME

Start with present or most recent employer

1. Employer:	Industry:	Size of Company:	Dates of Employment	
			From:	To:
Address:				
Position:			Phone #	
Supervisor Name/Title:			Company use temps?	
Supervisor Email Address:				
Briefly describe your daily responsibilities and skills used:				

Reason for leaving or reason for wanting to leave:

2. Employer:	Industry:	Size of Company:	Dates of Employment	
			From:	To:
Address:				
Position:			Phone #	
Supervisor Name/Title:			Company use temps?	
Supervisor Email Address:				
Briefly describe your daily responsibilities and skills used:				

Reason for leaving or reason for wanting to leave:

3. Employer:	Industry:	Size of Company:	Dates of Employment	
			From:	To:
Address:				
Position:			Phone #	
Supervisor Name/Title:			Company use temps?	
Supervisor Email Address:				
Briefly describe your daily responsibilities and skills used:				

Reason for leaving or reason for wanting to leave:

Please list two Supervisors or Colleagues (no relation) who will provide a reference for you.

Name:	Name:
How long have you known them?	How long have you known them?
Company Name and Address:	Company Name and Address:
Phone #	Phone #
Email	Email

Please identify your skill level in the following areas (B for Basic, I for Intermediate, A for Advanced)

PROFESSIONAL SKILLS

RECEPTION	B	I	A	INSURANCE	B	I	A	CUSTOMER SERVICE	B	I	A
Call Volume				Personal Lines				Inside Sales			
Light (0-25)				Commercial Lines				Outside Sales			
Medium (25-40)				Underwriting				Telemarketer			
Heavy (40+)				Property				Inbound Calls			
Switchboard				Casualty				Outbound Calls			
System:				MORTGAGE	B	I	A	Call Center			
CLERICAL	B	I	A	Loan Processor				ACCOUNTING	B	I	A
Mailroom				Loan Originator				Accounts Payable			
Alpha Filing				Loan Officer				Accounts Receivable			
Numerical Filing				State License		Yes / No		Credit/ Collections			
Research				MEDICAL	B	I	A	General Ledger			
Dictaphone				Reception				Tax Preparation			
Transcription				Transcription				Payroll (MA/Out of State)			
Data Entry (Numerical)				Billing & Coding				Payroll # of employees		#:	
Data Entry (Alpha)				3rd Party Billing				General Ledger			
LANGUAGES	B	I	A	Medical/Dental Assistant				ADDITIONAL SKILLS	B	I	A
				Medical Records							
				Surgical Scheduling							
				Claims Processing							

SOFTWARE SKILLS

	B	I	A		B	I	A		B	I	A
Microsoft Word				Auto Cad				Mass 200			
Microsoft Access				Solomon				Mass 90			
Microsoft Excel				SQL				AMS 360			
Microsoft Outlook				Peachtree/Sage				Salesforce			
Microsoft PowerPoint				Great Plains				Series 66/ other			
Adobe Illustrator				Navision				ERP			
Adobe FrameMaker				SBT Pro Series				CRM			
PageMaker				One Write				Constant Contact			
FileMaker Pro				Oracle				CF Data Software			
Desktop Publishing				EMR				SAP			
QuickBooks				Dentrix				ADP			
QuickBooks Pro				Meditech				ADDITIONAL SOFTWARE	B	I	A
Google Docs				ICD10 Coding							
Apprise				Softaid							

WAREHOUSE SKILLS

	B	I	A		B	I	A	OTHER MACHINERY	B	I	A
Shipping				Forklift							
Receiving				Forklift Certification							
Picking				Packing							
Packing				Pallet Jack							
Inventory				Supervisor				CDL		Yes / No	
Quality Control				Assembly				DOT Certified		Yes / No	
Pounds Lifted				(Please circle) Under 20 21-50lbs 51-75lbs 76lbs+							

Candidate Authorization:

I hereby authorize that the statements made on this application are true and accurate. I understand AIM Personnel is to represent me in my employment search and to check my references (excluding my current employer). I understand that any falsification or omission will be grounds for dismissal. I authorize a thorough investigation to be made in connection with this application concerning previous employment and education background and or any criminal record, whichever may be applicable. I hereby authorize the release of documents, and personal interviews with third parties, such as prior employers, family members, business associates, financial sources, friends, neighbors, and others with whom I am acquainted. I understand that I have the right to make a request to AIM Personnel to learn the nature and scope of these reports. I agree to submit to such lawful examination, medical, substance abuse, or other, as may be required by the company. If I am hired, I agree that my employment and compensation can be terminated with or without cause and notice, at any time, at the option of AIM Personnel or myself. I also, understand that in the event of an offer for permanent employment is extended, and if I accept at the option of the offer, I shall accept the offer through AIM Personnel. All applicants for employment are judged solely on the basis of qualification and ability without regard to age, sex, race, national origin, religion, sexual orientation, marital status, disability, veteran status or other classification protected by law.

Signature: _____

Date: _____

My signature certifies that I have read and agree with the above statement

Please list sources/sites used for your employment search:

Please list any companies you have applied to so we do not duplicate your efforts:

Company Name	Dates	City/State	Title	Full time/ Part time
1.)				
2.)				
3.)				
4.)				
5.)				

Are you registered with any other agencies? yes _____ no _____

If yes, what companies?

Please list any companies you have worked at on a temporary basis in the last five years:

Company Name	Dates	City/State	Title	Manager/ Supervisor
1.)				
2.)				
3.)				
4.)				
5.)				

